

APPLICATION No. _____

Borough of Riverdale

Date Received _____
Date Fee Paid _____
Date Completed _____

PLANNING BOARD

VARIANCE - SINGLE FAMILY RESIDENTIAL, OWNER OCCUPIED

1. **Location of Property:**

Street address: _____ Block: _____ Lot: _____ Zone: _____

2. **Applicant:**

Name: _____ Telephone: _____

Address: _____ Fax: _____

Relationship to Property Owner: _____

3. **Property Owner** (if different from Applicant):

Name: _____ Telephone: _____

Address: _____ Fax: _____

4. **Attorney:**

Name: _____ Telephone: _____

Address: _____ Fax: _____

5. **Applicant requests approval for:**

First Floor Addition _____ Second Floor Addition _____ Addition to Both Floors _____

Deck: _____ Fence _____ Accessory Building _____ Pool _____

Other _____

6. **Building Data:**

a. Outside ground level dimensions _____ Feet (by) _____ Feet

b. Number of stories _____ Height _____

c. Gross square feet _____

d. Size of Lot _____ Square Feet

e. Percentage of Lot coverage _____

f. Setbacks: Front _____ Rear _____ Each side _____

**Borough of Riverdale
Planning Board Application**

7. Variances:

- a. Front yard setback: _____ Required by Ordinance: _____ Feet Proposed: _____ Feet
b. Rear yard setback: _____ Required by Ordinance: _____ Feet Proposed: _____ Feet
c. Side yard setback: _____ Required by Ordinance: _____ Feet Proposed: _____ Feet
d. Height of building: _____ Required by Ordinance: _____ Feet Proposed: _____ Feet
e. Other - describe fully: _____

8. Utilities:

Municipal Water _____ Municipal Sewer _____ Private Well _____ Septic _____

9. Tax Certification:

All taxes, sewer, water and electric fees on the property in question have been paid through the _____ Quarter of

20_____. **Certification by the Riverdale Tax Collector:** _____ **Date:** _____

10. Certification:

I hereby certify that all of the facts contained in this application are true to the best of my knowledge or belief. I realize that I may be subject to prosecution if any information contained herein is willfully or deliberately false.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Do not write below this line For Borough use only

Date of Public Hearing _____ **Action of Planning Board:** _____

Approved: _____

Denied: _____

Planning Board Chairman

Date

Planning Board Secretary

Date

Borough of Riverdale

PLANNING BOARD

Site Inspection Authorization

I, _____, the undersigned property owner, do hereby authorize Riverdale Officials to inspect the property owned by me at _____, in connection with my application to the Planning Board.

NAME (Please Print)

Signature

Date

Telephone Number

APPLICATION FOR CERTIFIED LIST

To: Administrative Officer,

Date: _____

- (1) Property description on which hearing is requested:

Block(s) _____ Lot(s) _____

Street

Address: _____

- (2) Presently assessed to: _____

Person to receive list: _____

Mailing Address: _____

Zip Code: _____

Phone: (_____) _____

Signature of Applicant or Agent / Date

Attached to Application No: _____

Hearing Date: _____

Board Secretary

NOTICE SERVED ON OWNERS WITHIN 200 FEET

BOROUGH OF RIVERDALE

PLANNING BOARD/ZONING BOARD OF ADJUSTMENT

TO: _____
(Owner of premises within 200 feet)

PLEASE TAKE NOTICE:

That the undersigned has filed an application or appeal for development with the Planning Board/Zoning Board of Adjustment of the Borough of Riverdale for the following relief from the requirements of the Riverdale Zoning Ordinance:

On premises located at _____
And designated as Block _____ Lot _____ on the Borough Tax Map. This Notice is sent to you as an owner of property within 200 feet of these premises.

A Public Hearing has been set for Thursday, _____ 20__ at 7:30 p.m. in the Riverdale Municipal Building, 91 Newark Pompton Turnpike, Riverdale, New Jersey. When the case is called, you may appear wither in person, or by agent or attorney, and present any objection which you may have to the granting of the relief sought in the application.

The application with all relevant maps and papers are on file in the office of the Planning/Zoning Board Administrator, and are available for inspection during normal business hours.

This notice is sent to you by application, by order of the Planning Board/Zoning Board of Adjustment of the Borough of Riverdale.

Respectfully,

Applicant

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

BOROUGH OR RIVERDALE

PLANNING BOARD/ZONING BOARD OF ADJUSTMENT

PLEASE TAKE NOTICE that on the _____ day of _____ 20__, at 7:30 p.m. a hearing will be held before the Riverdale Planning Board/Zoning Board of Adjustment on the appeal or application of the undersigned for the following relief for the Riverdale Zoning Ordinance:

With regard to premises located at :

As designated as Block _____ Lot(s) _____ on the Riverdale Borough Tax Map.

The application and all relevant maps and papers are on file in the office of the Planning/Zoning Board Secretary, and are available for inspection during normal business hours.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Planning Board/Zoning Board of Adjustment.

Name of Applicant

NOTICE REQUIREMENTS FOR HEARING.

Whenever a hearing is required on an application for development pursuant to N.J.S.A. 40:55D-1 et seq., or as to any matter coming before the Zoning Board of Adjustment, the applicant shall give notice thereof, as indicated below; however, applications for minor subdivision approval, exemption or minor site plan approval, and final subdivision and site plan approval, shall not be required to provide notice unless the other relief which is requested would require public notice.

- A. Public notice shall be given by publication in the official newspaper of the municipality at least ten days prior to the date of the hearing.
- B. Notice shall be given to the owners of all real property located in this State as shown on the current tax duplicate or duplicates within 200 feet in all directions of the property which is the subject of such hearing, and whether located within or without the municipality. Such notice shall be given by:
 - (1) Serving a copy thereof on the owner, as shown on the said current tax duplicates, or his agent in charge of the property, or
 - (2) Mailing a copy thereof, by certified mail to the property owner at his address, as shown on the current tax duplicate or duplicates.

The above requirements shall be deemed satisfied where condominiums or horizontal property regimes are within 200 feet of applicant's property, by making service in the following manner:

- (a) If the applicant's property abuts a condominium and the owner of any unit is within 200 feet of the applicant's property and said unit has a unit above or below it, by giving notice to the condominium association.
- (b) If the applicant's property abuts a horizontal property regime and an apartment of the co-owner is within 200 feet of the applicant's property and such apartment has an apartment above or below it, by giving notice to the horizontal property regime.
- (c) If the applicant is the owner of a condominium unit or co-owner of an apartment, notice shall be given to all other units owners or apartment co-owners within 200 feet of the unit or apartment owned or co-owned by the applicant. A return receipt is not required. Notice to a partnership owner may be made upon any partner. Notice to a corporate owner may be made by service upon its president, vice-president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. Where a condominium association, horizontal property regime, community trust or homeowner's association, own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas, that are within 200 feet of the property which is the subject of a hearing, notice may be made in the same manner as to a corporation, without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.

- C. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the clerk of such municipality, which notice shall be in addition to the notice required to be given to the owners of lands in such adjoining municipality which are located within 200 feet of the subject premises.
- D. Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development of property adjacent to an existing county road or proposed road shown on the Official Map or on the County master plan, adjoining the County land or situated within 200 feet of the municipal boundary.

NOTICE REQUIREMENTS FOR HEARING, *continued*

- E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a State highway.
- F. Notice shall be given by personal service or certified mail to the State Planning Commission of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the municipal clerk pursuant to N.J.S.A. 40:55d-10(b).
- G. In the case of a public utility, cable television company or local utility which possesses a right-of-way or easement within the Borough of Riverdale and which has registered with the Borough pursuant to N.J.S.A. 40:55D-12.1, notice shall be given by (1) serving a copy of the notice on the person whose name appears on the registration form on behalf of the public utility, cable television company or local utility or (2) mailing a copy thereof by certified mail to the person whose name appears on the registration form at the address shown on that form.
- H. All notices hereinabove specified in this section shall be given at least ten days prior to the date fixed for hearing and the applicant shall file an affidavit of proof of service with the board holding the hearing on the application for development.
- I. Any notice made by certified mail as hereinabove required shall be deemed to be complete upon mailing in accordance with the provisions of C. 40:55D-14.
- J. Form of notice. All notices required to be given pursuant to the terms of this ordinance shall state the date, time and place of the hearing, the nature of the matters to be considered and identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the municipal tax assessor's office and the location and times at which any maps and documents for which approval is sought are available as required by law.
- K. Any maps and documents for which approval is sought at a hearing shall be on file and available for public inspection at least ten days before the date of the hearing during normal business hours in the office of the municipal clerk.
- L. Notice pursuant to paragraphs C, D, E and F of this section shall not be required unless public notice pursuant to paragraph A and paragraph B of this section is required. Notice under paragraphs A and B is not required for (1) conventional site plan review, (2) minor subdivision approval or (3) final approval pursuant to N.J.S.A. 40:55D-50.

REGISTRATION BY PUBLIC UTILITIES, CABLE TELEVISION COMPANIES OR LOCAL UTILITIES.

- A. Every public utility, cable television company and local utility having a right-of-way or easement within the Borough of Riverdale desirous of receiving notice of development applications pursuant to N.J.S.A. 40:55D-12 may register with the Borough Clerk. The registration shall remain in effect until revoked by the registrant or its successor in interest.
- B. Any public utility, cable television company or local utility seeking to register with the Borough of Riverdale pursuant to this Section shall be required to pay a ten dollar (\$10.00) registration fee.

LIST OF PROPERTY OWNERS FURNISHED.

Pursuant to the provisions of N.J.S.A. 40:55D-12c the tax assessor of the municipality shall, within seven days after receipt of a request therefore, and upon receipt of a fee not to exceed twenty-five (\$0.25) cents per name or ten (\$10.00) dollars, whichever is greater, make and certify a list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice pursuant to this chapter.

PLANNING BOARD INSTRUCTION SHEET

Whenever a hearing is required on an application for development for any matter coming before the Board, the applicant will notice the owners of all property within 200 feet in all directions of the property, which is the subject of that hearing. The tax assessor of the municipality with seven (7) days after receipt of a request and a fee of \$10.00 will prepare a certified list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice. Please provide name and telephone number so we can contact you when the list is complete. Notice will be given:

- A. Serving a copy of the owners as shown on the certified tax list or his agent in charge of the property
- B. Mailing a copy by certified mail to the property owner at his address as shown on the certified tax list
- C. All notices will be given at least ten (10) days prior to the date of the hearing of the application and the applicant must provide certified receipts of such mailing or sworn affidavit that notices were hand delivered
- D. Notice will be given by publication in ONE of the official newspapers of the municipality at least ten (10) days prior to the date of the hearing; proof of publication must also be provided
- E. The Borough of Riverdale official newspapers are as follows:
 - Suburban Trends**
 - Star Ledger**
- F. Public notification is not required for a minor site plan or a minor subdivision unless a variance is required
- G. An Attorney **MUST** represent any corporation who submits an application to the Planning Board
- H. You must provide to the Board Secretary at the time of filing:

15 copies of the complete application
15 copies of all prints and maps
15 copies of all other documents
1 copy of the checklist completed by the applicant

Any application for development shall be filed with the Board Secretary and shall be accompanied by the required fees and all data and information listed in the checklist for completeness of an application as provided. Any maps and documents for which approval is being sought at a hearing shall be on file and available for public inspection at least ten (10) days prior to the date of the scheduled hearing.

Land Use Application Instructions

- I. The following checklist is designed to assist applicants in preparing application for board review. All items listed below, in addition to those required by Ordinance, must be supplied or the application will be deemed **incomplete**

- Legend as to what building will be used for and proposed maximum occupancy.
- Percentage of landscaping in interior of parking area.
- Show existing and proposed sign area indicating square footage. Show the height of the building. Show area of front façade in square feet. Indicate construction materials and colors.
- Parking area showing spaces, clearly outlining parking for all physically handicapped, where applicable.
- Type of surface paving and curbing.
- Storm drainage facilities and means of disposal of storm water.
- Driveways showing vehicular circulation, indicating directional arrows to be painted on pavement, sight distances and sight triangles, and description of lighting in connection with parking.
- Limits of grading for proposed improvements and descriptions of scheduling of soil erosion and sediment control facilities.
- Minimum setback lines.
- Landscaping, fences, walls or similar to be provided.
- Limits of Flood Hazard, Flood Way and Wetlands Limits.
- Percentage of disturbed land area as proposed and as permitted by Ordinance.
- Percentage of improved lot coverage as proposed and as permitted by Ordinance.
- Percentage of lot coverage as proposed and as permitted by Ordinance.
- Location of all structures within 200 feet of the property line.
- A statement as to the amount of soil to be moved, stated in square feet of disturbed area and cubic yards, for determination as to whether a Borough of Butler Soil Removal Permit is required. Applicant should specify reasons for the variance request.

- II. The Planning Department reviews the application and notifies the applicant that the application is complete or incomplete within 45 days. The applicant will be advised of any revisions or additions necessary to insure completeness within 45 days.
- III. If a variance is involved in the Site Plan Application, the applicant should specify reasons for the variance request.
- IV. The Municipal Agent decides upon the completeness of the application and sets a date for public hearing. The application fees and escrows must be submitted prior to completeness.

Notice Requirements for Hearing Chapter 143-32

Whenever a hearing is required on an application for development pursuant to N.J.S.A. 40:55D-1 et seq., or as to any matter coming before the Zoning Board of Adjustment, the applicant shall give notice thereof, as indicated below; however, applications for minor subdivision approval, exemption or minor site plan approval, and final subdivision and site plan approval, shall not be required to provide notice unless the other relief which is requested would require public notice.

- A. Public notice shall be given by publication in the official newspaper of the municipality at least ten days prior to the date of the hearing.
- B. Notice shall be given to the owners of all real property located in this State as shown on the current tax duplicate or duplicates within 200 feet in all directions of the property which is the subject of such hearing, and whether located within or without the municipality. Such notice shall be given by:
 - (1) Serving a copy thereof on the owner, as shown on the said current tax duplicates, or his agent in charge of the property, or
 - (2) Mailing a copy thereof, by certified mail to the property owner at his address, as shown on the current tax duplicate or duplicates.

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- (a) If the applicant's property abuts a condominium and the owner of any unit is within 200 feet of the applicant's property and said unit has a unit above or below it, by giving notice to the condominium association.
 - (b) If the applicant's property abuts a horizontal property regime and an apartment of the co-owner is within 200 feet of the applicant's property and such apartment has an apartment above or below it, by giving notice to the horizontal property regime.
 - (c) If the applicant is the owner of a condominium unit or co-owner of an apartment, notice shall be given to all other unit owners or apartment co-owners within 200 feet of the unit or apartment owned or co-owned by the applicant. A return receipt is not required. Notice to a partnership owner may be made upon any partner. Notice to a corporate owner may be made by service upon its president, vice-president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. Where a condominium association, horizontal property regime, community trust or homeowner's association, own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas, that are within 200 feet of the property which is the subject of a hearing, notice may be made in the same manner as to a corporation, without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.
- C. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the clerk of such municipality, which notice shall be in addition to the notice required to be given pursuant to Section 143-31B to the owners of lands in such adjoining municipality which are located within 200 feet of the subject premises.
 - D. Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development of property adjacent to an existing county road or proposed road shown on the Official Map or on the County master plan, adjoining the County land or situated within 200 feet of the municipal boundary.
 - E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a State highway.
 - F. Notice shall be given by personal service or certified mail to the State Planning Commission of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the municipal clerk pursuant to N.J.S.A. 40:55D-10(b).